



**SENNOCKE CENTRE**  
SEVENOAKS SCHOOL SPORTS CENTRE

# ASSISTANT OPERATIONS MANAGER





## THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

## THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

## THE SENNOCKE CENTRE

The Sennocke Centre is a multi-million pound sports venue. Its primary purpose is the provision of sports facilities and specialist coaching to the students at Sevenoaks School. When not in use by the school, the resources and facilities of the centre are available for commercial and community use for membership activities, performance coaching and courses. Membership is available to staff, parents and alumni of Sevenoaks School.

The facilities include a 25m six-lane swimming pool, fitness suite and weights room, studio, three glass-



backed squash courts, three indoor tennis courts, an eight-court sports hall, rock and rope climbing area, physiotherapy room and a servery/meeting room. Outdoor amenities include an athletics track, tennis courts, floodlit hard courts and astro and grass pitches with pavilions.

Our aim is to provide opportunity and excellence for all and we want every user of the Sennocke Centre to feel inspired and motivated to achieve their sporting best.

## THE ROLE

You will be responsible for ensuring staffing, equipment and facilities are prepared in readiness for the programme throughout the week. You will schedule and carry out housekeeping tasks, routine safety and security checks, and provide an important first contact for customer feedback, thereby ensuring the smooth, safe & effective daily running of the Sennocke Centre.

There is an emphasis on building and plant operations, therefore this role would suit those excited at the prospect of developing skills to manage day to day safety, environmental and energy conservation systems, to include, but not limited to, the pool and pool plant.

## MAIN DUTIES AND RESPONSIBILITIES

### POLICY AND PRACTICES

- Manage a team of sports operations assistants, lifeguards, and casual assistants, providing direction and resources necessary to ensure the

smooth day to day running of the sports centre and outlying pitches.

- Key holder with responsibility for opening / closing facilities, upholding wider campus security measures.
- Ensure staff are prepared for action in the event of an incident or evacuation. Taking a lead role as necessary.
- Ensure access is given to authorised users only, and registration processes are robust.
- Responsible for performance management and continued development of direct reportees in line with school policies & guidance.

### COMPLIANCE

- On a day-to-day basis, carry out mandatory safety checks & inspections, maintaining accurate records, taking action in the event of discrepancies.
- Ensure financial & personal data is accurately collated and handled in accordance with procedures, GDPR & HMRC regulations.
- Support the completion & dissemination of risk assessments, ensuring they are understood by those responsible for action.

### ENTERPRISE

- Support the Operations Manager to achieve accurate financial reconciliation, producing reports accordingly.
- Order replacement equipment and organise repairs in line within delegated budgets.
- Promote use of the facilities to internal and external members, identifying and making



recommendations for further opportunities to optimise use and increase income.

## **SERVICE DELIVERY**

- Day to day responsibility for rota management & programme planning.
- Monitor the performance of sub-contractors, making recommendations where the specification is not met. (ie external Contract Cleaning provider)
- Provide supervision for activities, by example but not limited to; lifeguarding, boarders sessions, holiday courses.
- Represent the department and deputise for the Operations Manager in their absence, building professional relationships with wider school departments.
- Support the Operations Manager with recruitment, training, and staff performance evaluations in line with school policy and KCSIS Safeguarding guidelines.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- Strong organisational and problem-solving skills.
- Excellent verbal, written and interpersonal skills.
- Strong IT skills.
- Proven success as a team leader.
- Previous success in delivering excellent customer service.
- Ability to keep accurate records with strong

attention to detail.

- Able to manage complex rotas.
- Aptitude to train, motivate and inspire others.

### **DESIRABLE**

- Qualified Lifeguard, (if not currently trained, a willingness to train as a lifeguard is essential)
- Previous experience working with children.
- Experienced in the preparation of risk assessments.
- Experienced a workplace regulated audit, eg ISO 45001
- Knowledge of regulations or safe systems relating to operating a wet or dry side facility.
- Involvement in sport as a volunteer, co-ordinator or coach.

### **NOTE**

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

### **HOURS**

The Centre operates throughout the year (i.e. not just during school term time) with normal operating hours varying between 06:00 and 23:00 Monday to Sunday. Because of the nature of the business it is not possible to specify exact working hours and



while such hours will not normally exceed 40 per week, flexibility will be required to meet seasonal demand or operational shortfalls.

The successful candidate should be able to commit to regular shift work, including early mornings, evenings, weekends and Bank Holidays as standard.

## **SALARY**

A salary of £30,000-£32,000 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

## **BENEFITS**

- Holiday entitlement of 27 days per annum (excluding bank holidays)
- Membership of the school's fitness centre
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

## **CHILD PROTECTION**

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's

Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## **OFFER CONDITIONS**

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

## **HEALTH AND SAFETY**

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## **APPLICATION**

If you wish to be considered for this role, please complete the online application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

**The closing date for applications is 14/04/2025.**



The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.